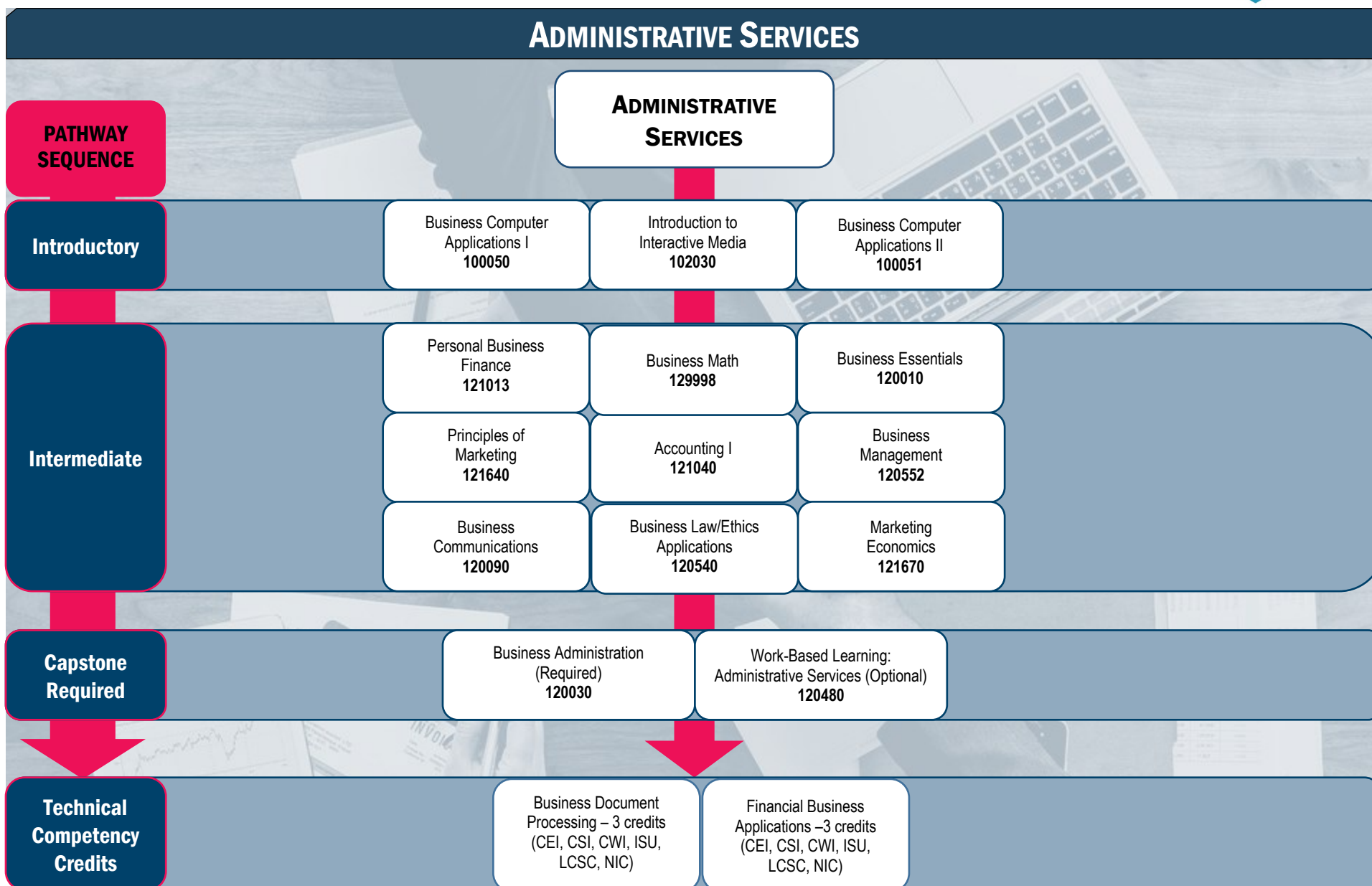


Idaho Business & Marketing

Administrative Services Secondary Pathway Sequence



PATHWAY RESOURCES — ADMINISTRATIVE SERVICES

Program Requirements

Approved Assessments

Administrative Services

[CTECS-Admin Services](#)

Program Standards

[Administrative Services](#)

Endorsements for Pathway

- 1010 Marketing (6-12)
- 1087 Hospitality Management (6-12)
- 4012 Administrative Services (6-12)
- 4015 Business Management/Finance (6-12)
- 4017 Business Management (6-12)
- 4022 Digital Communications (6-12)
- 4024 Information/Communication Tech (6-12)
- 4077 Applied Accounting (6-12)
- 9092 Marketing Technology Education (6-12)
- 9093 Business Technology Education (6-12)

Advanced Opportunities (if not in Imagine Academy)

Microsoft Office Specialist

- Access
- Excel
- OneNote
- Outlook
- PowerPoint
- Word
- SharePoint



A.S.K. Fundamentals of Business Concepts
A.S.K. Fundamentals of Ethics
Communication for Business



SkillStack® Badges

Administrative Services

TCC-Business Document Processing Course: 3 Credits

- Keyboarding
- Word Processing Skills Formatting & Creating Business Documents
- Manage Electronic File Storage Systems

TCC-Financial Business Applications Course: 3 Credits

- Ten-Key
- Banking Concepts
- Payroll & Payroll Taxes
- Retail Computations
- Time Value of Money

Career and Technical Student Organizations

Business Professionals of America (BPA)

Website <http://www.idahobpa.org>



Mission Our mission at Business Professionals of America is to develop and empower student leaders to discover their passion and change the world by creating unmatched opportunities in learning, professional growth and service.

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DECA

Website <https://www.idahodeca.org/>



Mission DECA prepares emerging leaders and entrepreneurs in marketing, finance, hospitality and management in high schools and colleges around the globe.

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